



Staffordshire University Academy

Student Support Officer

Application Pack

“There is a strong sense
of community and
togetherness.”

Ofsted 2023



Principal Introduction

Thank you for showing an interest in joining Team SUA!

We are proud to be part of Staffordshire University Academies Trust (SUAT) whose family of twenty-one schools has a collective mission to 'Achieve Better Outcomes' for everyone.

At SUA, we have transformed our culture and approaches to education resulting in our academy achieving a 'Good' grading in all areas in our last full Ofsted inspection in November 2023.

We are at a really exciting stage in our history, we have rapidly growing student numbers, a growing sixth form and staff who are completely aligned to our vision in being relentless in our mission to achieve the best outcomes for our students.

Our students follow a simple RESPECT code which instils the right level of focus for the very best learning to take place. We underpin everything on our three academy values 'Aspire, Believe, Achieve!'

We are innovative in our approaches to teaching and learning, sourcing ideas from international practices. Successful learning is supported by having strong partnerships and we work to achieve this through excellent communication between the academy, parents, governors and the local community. We expect students to be engaged with the curriculum in a creative and innovative way, but not forgetting about the core values of education, ensuring they are equipped with the skills necessary for use in today's modern world.

For many years we have built a strong partnership with the Birmingham Repertory Theatre and with many local businesses who enrich the experiences of our students with once in a lifetime opportunities. We offer our students a range of residential, both locally and internationally, and we are constantly exploring other opportunities to provide additional enrichment for the whole of Team SUA.

We are delighted that you are interested in joining the team, if you are able to, please come and see us in action!

Mrs Rowena Hillier



Reasons to join SUA



Culture

We have an ethos of 'Culture Eats Strategy for Breakfast' – our positive culture is about the central mission of 'improving outcomes for all students'. Staff are friendly, positive and have brought about historical change at SUA through teamwork and innovation. We instill a sense of 'Belonging' in all of our students to support their journey whilst part of Team SUA.



Wellbeing

Our staff satisfaction is excellent. Staff have access to a suite of wellbeing opportunities, such as daily tea and toast in our staffroom, golden tickets, not meeting for meetings sake, wellbeing days etc. but our approach is not tokenistic. We work as a team to reduce workload issues, such as marking, so that any growing pressures can be easily addressed.



Evidence Informed Practice

All of Team SUA (teaching and support) are evidence informed. Staff run year long projects as part of their own appraisal process. In September 2023 all of our work was published in Ross Morrison-McGill's book 'A Guide to Questioning' – an achievement we are all really proud of. The work that colleagues complete then influences policy and future plans for the academy.



Wider Opportunities

Our sponsor, The University of Staffordshire supports our staff in pursuing further qualifications, such as a Masters in Education. Staff are also encouraged to complete NPQs. We also have proud links with The Birmingham Repertory Theatre as well as with many local businesses. As part of our sixth form we also offer our own in-house football academy.



Quality of Education

Our curriculum is carefully designed to ignite ambition, secure knowledge and develop lifelong learners. Knowledge and skills are sequenced logically and progressively, with concepts mapped horizontally and vertically to ensure depth and coherence. Core substantive, disciplinary and hinterland knowledge are all considered as well as a wealth of opportunities to enhance both cultural and social mobility



Coaching

We moved away from graded observations many years ago, which helped transform our developmental approach to teaching. We truly believe that no member of staff is the finished article. Staff at any stage in their career share typically great practice to constantly improve.

Contact us

info@suacademy.co.uk

01543 224700



Post: Student Support Officer

Why here, why now?

Staffordshire University Academy is seeking to appoint an enthusiastic Student Support Officer to join the academy Progress Centre.

We have access to high quality facilities and resources and work within a strong team structure that allows best practice to be shared. The successful candidate will join a team of friendly and supportive colleagues who want to achieve the very best outcomes for our students.

The successful candidate will work with small groups of students or on a one-to-one basis, to help them to achieve their potential and be successful both inside and outside school by providing support to overcome barriers to learning.

It is desirable but not essential that you have prior experience of working with groups of 11 – 18-year-olds.

Salary: Grade 4 (SCP 6-7) pro-rata (£19,822 - £20,146)

Hours: 32.5 hours, Term-time + Inset days

Contract: Permanent

Start date: 1st September 2026

Closing date: 9am, Monday 6th July 2026

Interview date: 9am, Thursday 9th July 2026

Job Description

Job Title:	Student Support Officer
Responsible to:	Senior Assistant SENCO
Academy Purpose and Values	<p>Aspire, Believe, Achieve!</p> <p>At Staffordshire University Academy we aim to nurture all students to ensure they are happy and confident learners. Through an environment that provides inclusive learning opportunities for all; they can achieve their personal best and aspire to be successful in the future.</p> <p>Students will learn to be reflective and be taught the importance of respect and tolerance for others. Young adults leaving SUA will contribute positively to the local community and be fully prepared for life in modern Britain.</p> <p>We will instil the fundamental values of democracy, freedom, a wider understanding of different faiths and beliefs; celebrating diversity. Students will appreciate the clear link between rights and responsibilities and know the difference between right and wrong.</p>

	The above will be achieved through the delivery of great teaching, excellent communication between the academy, parents, governors and the community and an insistence on the highest standards of behaviour from all.
Statement of Purpose:	To work under the direct instruction of teaching staff, usually in the classroom with the teacher. Provide specific support to the teacher in the care of students and management of the classroom. Work may be carried out in the classroom or outside the main teaching area. Assist teachers in the following:
Support to Students:	<ul style="list-style-type: none"> • Provide structured support in accordance with specific work programmes designed and supervised by individual teachers • To contribute to raising standards by ensuring high expectations are promoted for students. • Involvement in the implementation of the Graduated Response plans. • Provide general support to students, ensuring their safety, by complying with good H&S practice. • Accompany teaching staff and students on visits, trips and out of school activities as required. • Encourage students to interact with others and engage in activities led by the teacher. • Provide pastoral support to students within the school environment. • Assist children in matters of personal needs and their general health including first aid and welfare matters. • To act as keyworker for identified students.
Support to Teacher:	<ul style="list-style-type: none"> • Provide structured support in accordance with specific work programmes designed and supervised by individual teachers. • Support the teacher in the implementation of specific support strategies. • Assist in maintaining classroom discipline through the implementation of the schools behaviour management strategies. • Provide support to students to achieve learning goals, e.g. guided reading. • Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher. • Assist the teacher with the planning of learning activities. • Assist the teacher in monitoring students' responses to learning activities and accurately record achievement/progress as directed. • Co-ordinate and organise students attending extra-curricular activities/work experience or other out of school activities under guidance of teacher. Page 2 of 4 • Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc. • Provide general admin support, for classroom activities e.g. produce worksheets for agreed activities etc.
Support to Curriculum	<ul style="list-style-type: none"> • To provide support in literacy/numeracy/SEN strategies. • Support the use of ICT in learning activities and develop students' competence and independence in its use. • Contribute to curriculum planning, evaluation and implementation. • Contribute to development of school policies and procedures by participation in working groups. • Contribute to the development, preparation and dissemination of appropriate materials.
Support to Academy	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Ensure all students have equal access to opportunities to learn and develop. • Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.

	<ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the school. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required. (See footnote 1.) • Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
Safeguarding:	<ul style="list-style-type: none"> • Staffordshire University Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with. • Be aware of and comply with Trust and academy policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of, support and ensure equal opportunities for all stakeholders

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. As part of the recruitment process social media checks will be undertaken.

Person Specification

Post: Student Support officer

In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. 		T/AF/I
Work Related Experience and Associated Skills	<ul style="list-style-type: none"> • Good understanding and ability to use relevant documentation/ technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 		
Behavioural Attributes:	<ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Is committed to the continuous 		

	development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills		
Personal Qualities	<ul style="list-style-type: none"> • Professional, enterprising, personal impact. • Outgoing, warm personality, approachable, inclusive. • Positive, adaptable. • Energetic and enthusiastic. • Self-motivated, self-confident, reliable. • Calm under pressure, emotionally intelligent. • Sensitivity, fairness, tact and discretion. • Commitment, generosity of spirit 	<ul style="list-style-type: none"> • Commitment to contribute to academy life 	

A = Application I = Interview LO = Lesson Observation R = Reference

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